

May 28, 2003

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**APPROVAL OF REALLOCATION OF SECOND YEAR  
JUVENILE JUSTICE CRIME PREVENTION ACT (JJCPA) FUNDS**

**(ALL SUPERVISORIAL DISTRICTS) (3 VOTE)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve the attached plan to reallocate approximately \$1.45 million in Juvenile Justice Crime Prevention Act funds for Fiscal Year (FY) 2002-2003 to enable the Probation Department to expend and/or encumber the full funding allocation within legislative timelines.
2. Authorize the Chief Probation Officer to modify existing contracts with Community Based Organizations (CBOs) which will change the scope of work, allow agencies to spend their second year allocation by June 30, 2004, and increase contract amounts above the current 25% delegated authority, consistent with the attached plan and upon approval as to form by County Counsel.
3. Find that the JJCPA Youth Internship Project described in Attachment I continues to be in the public interest for the purpose of gang and delinquency prevention.
4. Authorize the Chief Probation Officer to modify existing interagency agreements with other County Departments and various government agencies to provide services consistent with the attached plan, upon approval as to form by County Counsel.

The Honorable Board of Supervisors  
May 28, 2003  
Page 2

5. Authorize the Chief Probation Officer to allocate \$600,000 in Juvenile Justice Crime Prevention Act reallocation funding to Community and Senior Services for the purpose of implementing a program under the Comprehensive Multi-Agency Justice Plan (Plan).
6. Authorize the negotiation and execution of agreements by Community and Senior Services with several of their current contractors' to provide JJCPA services consistent with the Plan, after County Counsel approval as to form, effective upon Board approval through June 30, 2004.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

The purpose of recommendation number one is to reallocate approximately \$1.45 million in second year funds to community based organizations and other County departments currently providing services under the Juvenile Justice Crime Prevention Act (JJCPA). Several JJCPA programs are projected to under-expend their allocations. Consequently, a reallocation of funds to JJCPA service providers, including the Probation Department, is necessary to allow the timely and appropriate expenditure and/or encumbrance of funds within legislative deadlines.

As a result of the proposed reallocation, several contracts and interagency agreements will require modifications to increase their current allocation and/or modify their scope of work. Recommendation number two will authorize the Probation Department to make these required modifications. The scope of work modifications include continuing the JJCPA Youth Internship Project, allowing agencies to spend their second year allocation by June 30, 2004, and an enhancement to the current services provided by the Department of Community and Senior Services (CSS).

Recommendation number three relates to a change in the scope of work for several CBOs relative to the JJCPA Youth Internship Project (YIP). On June 11, 2002, your Board made a finding that the YIP is in the public interest because it provides gang-involved and at-risk youth an opportunity to participate in employment and community service projects. Several JJCPA gang intervention services providers implemented the program during the summer of 2002. Due to its success, Probation

The Honorable Board of Supervisors  
May 28, 2003  
Page 3

is recommending that the program be funded on a year-round basis utilizing the reallocated funds. The program is described in Attachment I.

Recommendation number four requests delegated authority be given to the Chief Probation Officer to finalize and execute contract modifications with the affected CBOs and other government agencies.

Recommendations five and six will allow Probation to modify its existing memorandum of understanding (MOU) with CSS to allocate an additional \$600,000 to CSS to enhance services currently provided. The MOU will assign to CSS the responsibility of contracting with previously procured youth services providers to provide the necessary services in accordance with the Plan. The services may include paid work experience, internships, and on-the-job training. These services will commence upon Board approval during FY 2002-2003 and continue through FY 2003-2004. CSS concurs with the recommendation and has indicated its ability to effectively contract with the necessary service providers in accordance with the terms of the MOU.

As mandated by the legislation, the proposed reallocations and services have been discussed with the State Board of Corrections (BOC).

#### Implementation of Strategic Plan Goals

The recommended Board actions are consistent with the Countywide Strategic Plan Service Excellence Goal #1 and Children and Families' Well-Being Goal #5. Implementation of the recommendations will enable the Department to coordinate, collaborate and integrate services for the youth and their families across functional and jurisdictional boundaries. These services will be beneficial and responsive to youth on probation and their families. Further, they will improve their well-being and promote self-sufficiency.

The Honorable Board of Supervisors  
May 28, 2003  
Page 4

**FISCAL IMPACT/FINANCING:**

On May 6, 2002, BOC approved the Los Angeles County plan to expend \$32,742,714 on juvenile justice programs. Approved funds must be expended or encumbered by June 30, 2003. Encumbered funds must be liquidated by June 30, 2005. The funds were allocated to several programs, consistent with the Plan, several of which are projected to under-expend their allocation by the required deadline. The attached reallocation plan includes these funds. The recommended funding reallocations are one-time only increases. The proposed actions will not require any additional net County cost.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

JJCPA authorized BOC to use \$116,300,000 statewide for juvenile justice programs in all participating counties. Los Angeles County's second year allocation is \$32,742,714. Funding eligibility under JJCPA required each county to submit to the BOC a Plan for expending the funds.

On April 26, 2002, your Board authorized the Chief Probation Officer to finalize the Plan and apply to BOC for JJCPA funding. On May 6, 2002, the Probation Department received confirmation that BOC approved the Plan and sent authorization to the Los Angeles County Auditor-Controller for the release of funds.

These funds are to be expended and/or encumbered by June 30, 2003. Encumbered funds must be liquidated by June 30, 2005. Any unspent/unencumbered funds must be returned to the State. The recommended actions will allow the County to expend and/or encumber the funds by the set deadline and in the most appropriate manner.

**CONTRACTING PROCESS:**

Since the implementation of the JJCPA Plan, your Board has approved contracting with several CBOs and government agencies utilizing JJCPA funds. Contracts with these CBOs have been extended utilizing the Chief Probation Officer's delegated

The Honorable Board of Supervisors  
May 28, 2003  
Page 5

authority, and awarded through the Request for Proposals (RFP) process, and when appropriate, on a sole source basis. Additionally, interagency agreements have been negotiated and executed with government agencies consistent with the Plan approved by the BOC. Approved services are currently being provided through the collaborative efforts of these contracted CBOs and government agencies. Attachment II identifies the proposed contract modifications.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The reallocation of JJCPA funds will result in the provision of enhanced services and allow the expenditure of these funds in a timely and appropriate manner. The enhanced services will continue to be provided through the collaborative efforts of government agencies and community-based organizations.

Respectfully submitted,

RICHARD SHUMSKY  
Chief Probation Officer

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**Attachments**

c:     Executive Officer, Board of Supervisors  
        Chief Administrative Officer  
        County Counsel  
        Auditor-Controller  
        Dept of Community and Senior Citizens  
        Dept of Mental Health

## Los Angeles County Probation Department

### JUVENILE JUSTICE CRIME PREVENTION ACT YOUTH INTERNSHIP PROJECT

*“When we speak of ‘prevention’ and ‘youth development,’ we must be articulate not just about what we are trying to prevent, but what we are trying to promote. Being problem-free is not the same as being fully prepared.”*

- Karen Pittman  
Center for Youth Development Policy Research

#### **PUBLIC INTEREST STATEMENT**

A major developmental task of adolescence, especially for probationers and at-risk youth, is preparing for post high school life and long-term self-sufficiency. Successfully meeting this challenge requires youth to develop job and social skills. This necessitates preparation during their adolescent years and requires that youth:

- Learn how to be more productive. They need to be educated as to how to set goals, devise plans and implement positive actions to attain their goals.
- Develop proper academic, technical and social skills and work experience in order to be better prepared for the workforce which is becoming increasingly competitive and complex.
- Connect to the labor market by pursuing entry-level positions, job shadowing, or internships. This can lead to employment opportunities and career paths.

To this end, the Probation Department implemented the JJCPA Youth Internship Project (YIP) for probation and at-risk youth in 2002. The core purpose of YIP is to invest in youth by having them “give back” to the community through internship service. Preparing probation youth to make an honest living and to contribute to the public good is of benefit to the youth, their families and their communities. Moreover, YIP can aid in the reduction of juvenile crime during a critical period of the year, offer alternatives to gang involvement, and connect probation youth to pro-social adults and role models. This is of benefit to the public as well as the involved youth.

## **PROJECT DESCRIPTION**

YIP is an 8-week work training and education internship project whose main purpose is to promote long term self-sufficiency by increasing the employability of at-risk and probation youth (16-18 years of age), by providing them with an opportunity to learn appropriate work behavior and gain valuable work experience. JJCPA funded Community-Based Organizations (CBOs) contracted by the County to operate YIP will match motivated at-risk and probation youth from communities throughout the County with employers including community-based agencies, County departments, other government offices, public institutions, and private businesses who offer internship opportunities to enhance the citizenship skills of youths. Through these internships, participants will learn about the working environment, their career and academic aspirations and will have an opportunity to make a difference in their communities.

Participants will receive an \$80 stipend weekly for the 8-week period funded through the JJCPA and paid by the coordinating CBO. At the conclusion of their internships, participants will receive a \$160 School Readiness Scholarship for the purchase of school supplies, tuition, or school registration fees. Therefore, participants will each receive a maximum of \$800 and CBOs will receive \$200 for training and administrative purposes for each intern participant.

Though participants will be provided with subsidized work experience through YIP, all activities are geared to providing youth with the skills to find and maintain unsubsidized employment. Youth will participate in YIP throughout the 2003-2004 fiscal year.

## **PROJECT OBJECTIVES**

The objectives of YIP are to provide participating youth with:

- An opportunity to “give back” to the community through internship service.
- Meaningful work experience and career opportunity possibilities.
- Employment readiness and job skills.
- A safe place to learn and grow during the summer months.
- A caring adult, role model, or mentor.
- Enhanced job skills and social competencies.

## **OUTCOME MEASURE**

The success of YIP will be measured by the participants':

- Decrease in arrests.
- Decrease in probation violations.
- Decrease in sustained petitions.
- Enhanced work and social skills.
- Improved attendance and grades during the school year.

## **TARGETED INTERNSHIP POPULATION**

The targeted population for YIP will be probationers and at-risk youths residing or attending schools in the JJCPA school clusters.

Youth from each cluster will be selected for internship preparation and training after a screening process. The selected youths will be of high school age between 16 to 18 years old. Probation youth will be selected primarily from the School-Based, Gang Intervention and Intensive Transition Programs. At-risk youth living in the targeted school service areas will be selected by the participating Community-Based Organization (CBOs) and the Probation Department.

## **ELIGIBILITY CRITERIA**

Youths eligible for referral and selection for the project by the Probation Department will be required to meet the following standards:

- Be at least 16 years old when they apply and not older than 19 before the completion of the project.
- Be assessed as at-risk by the coordinating agency and Probation.
- Be legally eligible to work in the United States and provide proof of such.
- Be residing or attending school in the JJCPA school cluster areas.
- Have satisfactory school grades and attendance.
- Have demonstrated satisfactory school, home and community behavior.



- Have two letters of recommendation.
- Have parent/legal guardian willing to support the youth in the internship – both training and placement.
- Have signed agreement by parent/legal guardian and participant.

Youth performing marginally in the above criteria can participate with the approval of the Deputy Probation Officer (DPO). Prior to the youth's involvement, the DPO will put together a case plan that will address the specific areas of improvement. Both the youth and parent must agree to address these issues during the course of the internship.

### **SUMMARY OF SERVICES**

A defining aspect of YIP is that it is mediated - there is a layering of supportive services that are geared to transforming the employment experience into one that allows students to learn valuable skills that can be transferred into their ongoing academic and work careers. The first layer is a training course designed to help youth succeed as interns by teaching them the requisite behaviors and skills suitable to the workplace. The training course, provided by the coordinating CBOs, will help youth achieve a minimum level of competency in the areas and skills described below:

- **Moral Competence:** The development of character, values and personal responsibility. A desire to be ethical and to be involved in efforts that contribute to the public good. Citizenship skills, including participation in civic life and community service. A respect for diversity.
- **Social Competence:** Responsiveness, flexibility, empathy and caring. Communication skills: greeting the public; answering phone calls; responding to work instructions, self-discipline, the ability to ask for support and accept constructive feedback. Skills to establish more positive relationships, including friendships with peers, especially across cultural and racial lines.
- **Vocational Competence:** A sense of purpose and an enlarged future. A broad understanding of life options and the steps to take when making choices. Educational aspirations. Adequate preparation for work: appropriate dress, punctuality, politeness, worker (youth) supervisor (adult) relationship, teamwork, telephone etiquette, hygiene, and workplace expectations. Healthy expectations, goal-directedness, success orientation, and achievement motivation.

- **Personal / Social Skills:** Interpersonal skills – the ability to understand emotions and practice self-discipline: working with other, developing and sustaining friendships through cooperation, empathy, and negotiation, and developing judgment skills.
- **Citizenship:** Understanding national, community, and cultural history and values. Desire to be ethical and to be involved in efforts that contribute to the broader public good.

Other layers to YIP that the coordinating CBOs will be responsible for include occupational training; employment counseling, outreach and enrollment activities, employability assessment, job referral and placement, and job search assistance. The CBOs will also provide work-related case management that includes referral to longer-term intervention, prevention and job services for participants.

Coordinating CBOs will also provide comprehensive guidance and counseling to participant. Each CBO will identify a staff member who will work with the youth in addressing personal, educational or occupational barriers that he/she may face. Referrals will be made to JJCPA funded contractors for specialized services, such as alcohol or drug counseling, as appropriate. Furthermore, youth who need educational assistance will be referred to JJCPA funded contractors providing tutoring, homework assistance, and literacy services and, when appropriate, to alternative educational services available, including school-district settings, community-based education centers, county-wide learning centers and services provided through the community and technical colleges.

Worksite supervisors, and the coordinating CBO's staff will teach participants both industry specific skills during their placement, and the values of appropriate workplace behavior. It is expected that YIP will meet the developmental and academic needs of individual youths, which ultimately prepares them for not only the transition to post-secondary education, but also the adult workplace.

The specific tasks of the coordinating CBOs will include but not be limited to:

- Participating in a "Training the Trainers" preparation course (course will be taught by the Probation Department.)
- Providing internship preparation training.
- Referring youth to appropriate JJCPA services.
- Monitoring strictly attendance of participating youths in internship training.
- Submitting pre-internship training attendance rosters to Probation.

- Teaching the standard course material outlined above.
- Maintaining a record of courses taught during the training period.
- Providing each youth with a bi-weekly stipend.
- Submitting a budget, for Probations approval of training expenses.
- Administering a pre-test to evaluate and determine competency and skill levels of youth prior to their internship training.
- Providing follow up case management and training for participating youths.
- Administering a post-test to evaluate and determine competency and skill levels.

### **PROJECT AND FISCAL CONTROLS BY CONTRACT MONITORS AND DPOs**

To ensure that YIP meets its stated objectives, the Probation Department's Contract Monitor's and DPOs will conduct:

- Weekly monitoring and audits of participants' attendance.
- Weekly review of case management and progress notes.
- Audits of project expenditures.
- Verification of the youth's completion of the internship training.
- Monthly contact with internship workplace supervisor.
- Weekly monitoring of internship hours.
- Monitoring of stipend payments to interns.
- Exit interviews with interns and supervisors.
- Monitoring of the participating CBOs and internship agencies.
- Monitoring of training course.
- Case management of youth (by DPOs).

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**Juvenile Justice Crime Prevention Act Proposed Second Year Funding Reallocation  
Cluster 1 Contracts**

Program Name	Agency Name	Contract Number	Current Allocation	Proposed Amount Increase	New Allocation	Intended Use of Additional Funds/ Comments	Board Approval Required To:
School-Based Supervision Cluster 1	Bienestar Human Services	0057	\$ 239,720.00	\$ 75,000.00	\$ 314,720.00	Additional YSS Worker Services	Increase Contract Amount Above 25% Delegated Authority.

### School Cluster 2 Contracts

Program Name	Agency Name	Contract Number	Current Allocation	Proposed Amount Increase	New Allocation	Intended Use of Additional Funds/ Comments	Board Approval Required To:
School-Based Supervision Cluster 1	So. CA Youth & Family Center	0063	\$ 239,720.00	\$ 75,000.00	\$ 314,720.00	Additional YSS Worker Services	Increase Contract Amount Above 25% Delegated Authority.
Gang Intervention Cluster 2 (Watts/ Inglewood)	Stop the Violence Increase the Peace Foundation	0080	\$ 273,527.00	\$ 40,000.00	\$ 313,527.00	Youth Internship Program	Change Scope of Work and Increase Contract Amount Above 25% Delegated Authority.
Gang Intervention Cluster 2 (Crenshaw/ West LA)	Asian American Drug Abuse Prevention	0073	\$ 273,527.00	\$ 20,000.00	\$ 293,527.00	Youth Internship Program	Change Scope of Work and Increase Contract Amount Above 25% Delegated Authority.
Gang Intervention Cluster 2 (Florence/ Firestone)	Central Recovery & Dev. Program	0079	\$ 273,527.00	\$ 15,000.00	\$ 288,527.00	Youth Internship Program	Change Scope of Work and Increase Contract Amount Above 25% Delegated Authority.

### School Cluster 3 Contracts

Program Name	Agency Name	Contract Number	Current Allocation	Proposed Amount Increase	New Allocation	Intended Use of Additional Funds/ Comments	Board Approval Required To:
School-Based Supervision Cluster 3	New Directions for Youth	0091	\$ 239,720.00	\$ 75,000.00	\$ 314,720.00	Additional YSS Worker Services	Increase Contract Amount Above 25% Delegated Authority.
Gang Intervention Cluster 3 (Hollywood)	Communities in Schools	0088	\$ 164,116.00	\$ 25,000.00	\$ 189,116.00	Youth Internship Program	Change Scope of Work and Increase Contract Amount Above 25% Delegated Authority
Gang Intervention Cluster 3 (San Fernando)	Communities in Schools	0072	\$ 533,377.00	\$ 50,000.00	\$ 583,377.00	Youth Internship Program	Change Scope of Work and Increase Contract Amount Above 25% Delegated Authority

### School Cluster 4 Contracts

Program Name	Agency Name	Contract Number	Current Allocation	Proposed Amount Increase	New Allocation	Intended Use of Additional Funds/ Comments	Board Approval Required To:
School-Based Supervision Cluster 4	Southern California Youth and Family Center	0059	\$ 239,720.00	\$ 75,000.00	\$ 314,720.00	Additional YSS Worker Services	Increase Contract Amount Above 25% Delegated Authority..
Gang Intervention Cluster 4 (South Bay/ Long Beach)	Richstone Center	0075	\$ 273,527.00	\$ 75,000.00	\$ 348,527.00	Youth Internship Program	Change Scope of Work and Increase Contract Amount Above 25% Delegated Authority.

### School Cluster 5 Contracts

Program Name	Agency Name	Contract Number	Current Allocation	Proposed Amount Increase	New Allocation	Intended Use of Additional Funds/ Comments	Board Approval Required To:
School-Based Supervision Cluster 5	Asian Youth Center	0060	\$ 239,720.00	\$ 75,000.00	\$ 314,720.00	Additional YSS Worker Services	Increase Contract Amount Above 25% Delegated Authority.



**ATTACHMENT IIb**

**Juvenile Justice Crime Prevention Act  
Proposed Second Year Funding Reallocations for Other County Departments**

Program Name	Department Name	Proposed Reallocation Amount Increase	Intended Use of Additional Funds/ Comments
Mental Health Screening, Assesment, and Treatment	Department of Mental Health	\$ 250,000.00	Program Enhancements
Intensive Transition Services	Department of Community and Senior Services	\$ 600,000.00	Program Enhancements